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THE WHITE HOUSE
WASHINGTON

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NSC review completed.

February 8, 1982

MEMORANDUM FOR:

HEADS OF ALL AGENCIES AND DEPARTMENTS
Attn: Executive Secretariats

FROM:

ANNE HIGGINS *Anne Higgins*
Special Assistant to the President and
Director of Correspondence

SUBJECT:

White House Mail Referrals

Thank you for your cooperation and assistance in processing the large volume of White House mail that is referred to the agencies and departments for reply. The following is a reminder of the procedures necessary for expeditious handling of all White House Correspondence.

The 9 WORKING DAY TURNAROUND TIME for responding to White House mail must be strictly followed. Requests for DRAFT responses are top priority. If for some reason (further research, awaiting policy decision, etc.) a RESPONSE will not be returned to the White House within the 9 day period, please advise White House Agency Liaison and send an interim response.

The computer list of OVERDUE ITEMS which is sent to your agency bi-monthly should be taken care of immediately. These items are over 2 weeks late.

It is important to return the ORIGINAL correspondence (writer's incoming letter to the White House, tracking sheet, and agency response) not XEROX copies. White House staff can not be sure if action has been completed if xeroxes are sent in lieu of the originals.

Incorrect referrals: Bulk mail incorrectly referred to your agency should be sent directly to the correct agency.

White House Tracked Correspondence that cannot be appropriately taken care of by your agency must be returned to the White House before it can be rerouted to the correct agency.

During the past year, many departments and agencies have had many staff changes. Please fill out the attached card and return it to Sally Kelley, Director of Agency Liaison, Room 62, Old Executive Office Building, Washington D.C. 20500 by February 28, 1982. Phone 456-7486.

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DEPARTMENT/AGENCY NAME: CENTRAL INTELLIGENCE AGENCY

TITLE OR RESPONSIBILITY
OF AGENCY CONTACT:

NAME

TELEPHONE NO.

Executive Secretariat:

EXECUTIVE SECRETARY

STAT

Alternate Contact:

TY EXECUTIVE SECRETARY

White House
Special Referrals:

Alternate Contact:

White House Bulk Mail:

Alternate Contact:

Other:

MAILING ADDRESS:

EXECUTIVE SECRETARY

CENTRAL INTELLIGENCE AGENCY ROOM 7E-12

